**SAFEGUARDING CHILDREN POLICY**

(previously known as the CHILD PROTECTION POLICY)

**Statement of intent**

We work with children, parents/carers to build their understanding of our commitment to

the principles of safeguarding all children, to ensure the rights and safety of children to

give them the very best start in life.

**Aims**

Our aims are to:

Create an environment in our pre-school which encourages children

to develop a positive self image, regardless of race, language, religion

culture or home background.

Encourage children to be strong and to develop a sense of autonomy

and independence.

We promote children’s rights to be strong, resilient and listened to by

enabling children to have the self confidence and the vocabulary to resist

inappropriate approaches.

**Liaison with other bodies**

We work within the Essex Safeguarding Children Boards guidelines.

We have a downloaded copy of the SET procedures available for staff and

parents to see.

We notify the registration authority (Ofsted) of any reportable incident or accident

and any changes in our arrangements which may affect the wellbeing of children.

If a report is to be made to the authorities, we act within the Essex Safeguarding

Children Boards guidance in deciding whether we must inform the child’s parents

at the same time.

**Staffing and volunteers**

We provide adequate and appropriate staffing resources to meet the needs of

children.

Applicants for posts within the setting are clearly informed that the positions are

exempt from the Rehabilitation of Offenders Act 1974.

We will use the Essex Safer Recruitment guidelines to select applicants for new

posts,

The offer of any position will be subject to satisfactory references being received.

Candidates are informed of the need to carry out DBS checks (Disclosure and Barring Service) before any posts can be confirmed.

Volunteers do not work unsupervised.

We have procedures for recording the details of visitors to the pre-school

**ALL** mobile phones must be left on display in full view of others, staff are not

permitted to use their mobile phones during sessions, other than in the case

of emergency.

Whilst in preschool, **ALL** visitiors will be required to submit their mobile phones, cameras, smart watches and tablets to be left in full view of others.

ICT equipment used for recording visits notes may be used in full view of staff.

We take security steps to ensure that we have control over who comes into the

Pre-school so that no unauthorised person has unsupervised access to children.

We have procedures for recording the details of persons other than the child’s

main carers who will be permitted to collect the child from a session. A Collections

Book must be signed by the main carer and the person collecting the child.

In case of emergency the parent may contact the pre-school to arrange for their

child to be collected. A pass word system is in operation for this purpose.

Children will not be allowed to leave the pre-school with anybody without the prior consent of the main carer.

**Training**

We seek out training opportunities for all adults involved in the pre-school to

ensure that they are able to recognise the signs and symptoms of possible physical

abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the

local authority guidelines for making referrals . We ensure that all staff know the

procedures for reporting and recording their concerns in the pre-school, as per the Essex Safeguarding Children Boards Referral Process.

**Planning**

The layout of the room allows for constant supervision. Where children need to

spend time away i.e. toileting, first aid, from the rest of the group, the door is left

ajar.

**Complaints**

We follow the guidance of the Essex Safeguarding Children Board and Ofsted when

investigating any complaint that a member of staff or a volunteer has abused a child.

We ensure that all parents know how to complain to local authorities social care

department and Ofsted, about the behaviour or actions of staff or volunteers within

the setting, which may include an allegation of abuse.

Any allegation of abuse against a member of staff must be reported to the worker’s line manager or senior manager. If the manager is implicated, the concern must be reported to the local authorities social care department.

If a member of staff believes another staff member or the Manager is acting

inappropriately toward a child/children, parent/carer in any way or is suspected as

not being fit to work with the children for any reason, this should be reported

immediately to the worker’s line manager or senior manager. If the manager is implicated, the concern must be reported to the local authorities social care department.

To investigate, we would also report any such alleged incident to Ofsted and what

measures were taken. We are aware that it is an offence not to do this. We would

cooperate entirely with any investigation carried out by the children’s social care in conjunction with the Police.

The member of staff will be immediately suspended for the duration of the investigation.

This is not an indication of admission that the alleged incident has taken place but to protect the staff as well as the children and families throughout the process.

Where a member of staff or volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred list.

If a member of staff or volunteer leaves the group before any investigation is undergone/complete we will notify the Independent Barring Board administrators and seek their advice.

Any member of staff or volunteer who is in the recipient of an allegation of abuse/extreme misconduct must be immediately suspended from duty whilst a full

investigation is made by Ofsted/LADO.

If you have concerns or receive a complaint or allegation about a worker/volunteer,

an immediate report must be made to LADO (Local Authority Designated Officer)

03330 139797

Any allegation should be immediately reported to:

Ofsted: Children’s Safeguarding Service

Piccadilly Gate, Family Operations Hub

Store Street, Essex House,

Manchester, 200, The Crescent,

M1 2WD Colchester

CO4 9YQ

Ofsted Complaints [foh@essex.gcsx.gov.uk](mailto:foh@essex.gcsx.gov.uk)

03330 139797 0300 123 4666

8.45am – 17.30pm Mon-Thurs

8.45am – 16.30pm Fridays

Out of hours 0845 606 1212

**Responding to suspicions of abuse**

We acknowledge that abuse of children can take different forms, physical, emotional sexual and neglect.

Where a child shows signs and symptoms of “failure to thrive” or neglect, we make appropriate referrals.

**Disclosures**

Where a child makes a disclosure to a member of staff or the member of staff has suspicion of abuse, that member of staff:

Listens to the child, offer reassurance and gives assurance that she/he

will take action

Does not question the child.

Makes a written record that forms an objective record of the observation

or disclosure that will include:

Exact words spoken by the child as far a possible.

The name of the person to whom the concern was reported with the date

and time.

And

the names of any other person present at the time.

The records are signed and dated and kept in the child’s personal file which is kept securely and confidentially.

Contact Family Operations Hub 0345 603 7627

Out of Hours 0845 606 1212

**Informing Parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded,

parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

**Confidentiality**

All suspicions and investigations are kept confidential and shared only with those

who need to know. Any information is shared under the guidance of the Essex

Safeguarding Children Board.

**Support to families**

The Pre-school takes every step in its power to build up trusting and supportive

relations among families, staff and volunteers in the group.

With the provision that the care and safety of the child is paramount, we do all in our

power to support and work with the child’s family.

Our names Child Protection Officer is: LINDSAY O’GRADY

This policy was adopted by the Manager of Jubilee Friends Limited

on 8th December, 2015

Signed on behalf of the pre-school……………………………………………………………………..